



MICHAEL P. STUPINSKI  
First Selectman

STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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[www.ellington-ct.gov](http://www.ellington-ct.gov)

NANCY O. WAY  
Deputy First Selectman

PETER J. CHARTER  
DENNIS W. FRAWLEY  
ANN L. HARFORD  
A. LEO MILLER, JR.  
JAMES M. PRICHARD

BOARD OF SELECTMEN  
June 19, 2006  
Town Hall - Meeting Hall

SELECTMEN PRESENT: Peter Charter, James Prichard, Michael Stupinski and Nancy Way

SELECTMEN ABSENT: Dennis Frawley, Ann Harford and A. Leo Miller

OTHERS PRESENT: Board of Finance: R. Pagani; Finance Officer: N. DiCorleto;  
Public Works Director: P. Michaud; Assessor: R. McCarty;  
Charter Revision Commission: J. Wehr

Prior to calling the meeting to order, Mr. Stupinski recognized the following commission members for 10 years of service to the Town of Ellington and presented each with a proclamation:

**Thomas Stack**, *Board of Assessment Appeals*  
**Jesse Amsel**, *Conservation Commission*  
**Peter Martin**, *Drug Abuse Prevention Council (not in attendance)*  
**Helen Filloramo**, *Human Services Commission*  
**Sandra-Anne Orsini**, *Human Services Commission (not in attendance)*  
**Susan Stack**, *Human Services Commission*  
**Sanford Cohen**, *Inland/Wetlands Agency (not in attendance)*  
**Neal Breen**, *Parks and Recreation Commission*  
**Gordon Oliver**, *Parks and Recreation Commission (not in attendance)*  
**Lori Spielman**, *Planning and Zoning Commission*  
**Yale Cantor**, *Youth Services Advisory Board*  
**Doris Crayton**, *Youth Services Advisory Board*  
**Reverend Jeffrey Stalley**, *Youth Services Advisory Board (not in attendance)*  
**Mark Spurling**, *Water Pollution Control Authority & Zoning Board of Appeals*

Mr. Stupinski also recognized **Ken Braga**, *Inland-Wetlands Agency* for 20 years of service to the Town of Ellington and presented him with a miniature Town clock.

## I. CALL TO ORDER:

First Selectman Michael Stupinski called the meeting of the Board of Selectmen (BOS) to order at 8:07 p.m.

## II. CITIZENS' FORUM:

Mr. Wehr reminded the BOS that the Charter Revision Commission will hold two meetings this month, June 21 and June 27, where representatives from Vernon and Mansfield will make presentations on Town Manager form of government and shared services. The Board of Finance and the Board of Education were also invited to attend.

## III. APPROVAL OF MINUTES:

### A. May 15, 2006 Board of Selectmen Regular Meeting:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE MINUTES OF THE MAY 15, 2006 REGULAR BOARD OF SELECTMEN MEETING.

### B. May 24, 2006 Subsequent Annual Town Budget Meeting:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE MINUTES OF THE MAY 24, 2006 SUBSEQUENT ANNUAL TOWN BUDGET MEETING.

### C. June 7, 2006 Subsequent Annual Town Budget Meeting:

MOVED (WAY), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE MINUTES OF THE JUNE 7, 2006 SUBSEQUENT ANNUAL TOWN BUDGET MEETING.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADD TO THE AGENDA UNDER UNFINISHED BUSINESS, ITEM C. CCM ENERGY PURCHASE PROGRAM.

## IV. UNFINISHED BUSINESS:

### A. Conservation Commission – Referendum for Open Space Funding

Mr. Stupinski referenced a letter from Douglas W. Gillette, Day, Berry & Howard LLP dated June 15, 2006 re: Open Space, Conservation and Passive Recreation Property Acquisition Program (**attached**). Attorney Gillette stated that immediately upon the adoption of a resolution by the BOS establishing the Town Meeting and referendum dates, State election laws with respect to advocacy in support or opposition to a referendum question will be in effect. He suggested that the resolution, to send the open space funding question to a vote in the November 2006 election, should be deferred to the BOS August 21, 2006 meeting. The Board of Finance will address the proposed resolution at their August 8, 2006 meeting.

Mr. DiCorleto agreed with Attorney Gillette. He also noted that the resolution will allow the Town to purchase land to be used for open space, conservation, passive or active recreation, education or other related municipal uses or any combination thereof.

Mr. Pagani stated that the Board of Finance will only consider the resolution if the Conservation Commission has an Open Space plan in place.

B. Use of Town & Personal Vehicles for Town Business:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO REMOVED FROM THE TABLE (MAY 15, 2006 MEETING) FOR CONSIDERATION THE MOTION: MOVED (WAY), SECONDED (FRAWLEY) TO APPROVE THE *USE OF TOWN & PERSONAL VEHICLES FOR TOWN BUSINESS* POLICY, AS SUBMITTED.

Discussion: Mr. Stupinski recommended removing the following 2 sentences from item 3 in the Vehicle Use section: *"Monthly vehicle allowances shall be included in the receiving employee's pay as an employee business expense, which is subject to all employment taxes. Vehicle allowances will be reviewed and approved by the Board of Selectmen annually in January."* Mr. Stupinski stated that this procedure should be addressed in a financial policy through the Finance Office. Mr. DiCorleto will check with the IRS to determine the proper procedure for payment of a vehicle allowance. In addition, the vehicle allowance for the Fire Marshal should be reviewed and approved during the budget process. Mr. DiCorleto suggested the following revisions to the policy: Page 1, add *"Animal Control Officer"* to item 1 in the Vehicle Use section; Page 2, first paragraph should read, *"Employees shall be compensated for privately owned vehicle usage at the prevailing IRS rate per mile or will be issued a monthly vehicle allowance."*

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO AMEND THE MAY 15, 2006 MOTION TO APPROVE THE *USE OF TOWN & PERSONAL VEHICLES FOR TOWN BUSINESS* POLICY, AS AMENDED. (ATTACHED)

VOTE ON MAY 15, 2006 MOTION AS AMENDED: ALL IN FAVOR

C. CCM Energy Purchase Program

Mr. Stupinski stated that at the BOS Special Meeting on June 15, 2006, representatives from the Connecticut Consortium for Capital Purchasing (CCCCP) and CCM came forward to explain their energy purchasing programs. As CCCC anticipates that they will lock into a price within the next couple of weeks, there will not be enough time for the Town to participate in this program. The Board of Education has completed the necessary documents to join CCCC and is ready to participate in either program. Mr. Stupinski stated that it is imperative that the Town join a program soon and recommends signing an agreement with CCM as they go out to bid three times a month. He noted that there is no benefit for the Town and the Board of Education to join the same program.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO REMOVED FROM THE TABLE (MAY 15, 2006 MEETING) FOR CONSIDERATION THE MOTION: MOVED (WAY), SECONDED (CHARTER) THAT THE TOWN OF ELLINGTON PARTICIPATE IN THE CT. CONFERENCE OF MUNICIPALITIES (CCM) ENERGY PURCHASING PROGRAM, WHEREAS CCM SHALL ACT AS THE TOWN'S AGENT IN THE STRATEGIC PURCHASE OF ELECTRICITY AND NATURAL GAS IN THE DEREGULATED MARKETPLACE AT A FEE OF \$.00133 PER KILOWATT HOUR FOR ELECTRICITY AND A FEE OF \$.20 PER DEKATHERM FOR NATURAL GAS. FURTHER, TO AUTHORIZE THE FIRST SELECTMAN TO SIGN THE PARTICIPATION AGREEMENT AND ANY OTHER NECESSARY DOCUMENTS.

VOTE ON MAY 15, 2006 MOTION: ALL IN FAVOR

## V. NEW BUSINESS:

## A. Tax Refunds/Abatements:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE TAX REFUNDS IN THE AMOUNT OF \$677.73 AND TAX ABATEMENTS IN THE AMOUNT OF \$529.64, AS RECOMMENDED BY THE TAX COLLECTOR IN THE REFUNDS/ ABATEMENTS STATEMENT. **(ATTACHED)**

## B. Re-establish Ad Hoc Design Review Board:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO RE-ESTABLISH THE AD HOC DESIGN REVIEW BOARD FOR ANOTHER YEAR TO JUNE 30, 2007.

## C. 2006 Summer Waterfront/Day Camp Staff:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE HIRING OF SUMMER DAY CAMP STAFF AND SUMMER WATERFRONT STAFF, AS RECOMMENDED BY THE PARKS AND RECREATION COMMISSION AND AS INDICATED IN THE MEMOS SUBMITTED BY THE PARKS AND RECREATION DIRECTOR DATED MAY 9 AND 10, 2006. **(ATTACHED)**

## D. Budget Execution – July and August:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO AUTHORIZE THE FINANCE OFFICER TO EXPEND BOARDS', AGENCIES' AND DEPARTMENTS' BUDGETS FOR FISCAL YEAR 2006-2007 FOR THE MONTHS OF JULY 2006 AND AUGUST 2006, PENDING BUDGET EXECUTION APPROVAL BY THE BOARD OF SELECTMEN.

## E. Visiting Nurse and Health Services of CT Agreement:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO AUTHORIZE THE FIRST SELECTMAN TO SIGN THE AGREEMENT BETWEEN VISITING NURSE AND HEALTH SERVICES OF CT, INC. AND THE TOWN OF ELLINGTON FROM JULY 1, 2006 THROUGH JUNE 30, 2007. **(ATTACHED)**

## F. Permanent Status – Jonathan Morriset, Ambulance Driver:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO GRANT PERMANENT STATUS TO JONATHAN MORRISET, EMT/AMBULANCE DRIVER, AS RECOMMENDED BY PETER HANY, EVAC PRESIDENT.

## G. Authorize First Selectman to Sign Grant Agreement re: Milfoil Harvesting:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADOPT THE FOLLOWING RESOLUTION:

BE IT RESOLVED THAT IT IS IN THE BEST INTEREST OF THE TOWN OF ELLINGTON TO ENTER INTO CONTRACTS WITH THE CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION.

IN FURTHERANCE OF THIS RESOLUTION, MICHAEL P. STUPINSKI, FIRST SELECTMAN OF THE TOWN OF ELLINGTON IS DULY AUTHORIZED TO ENTER INTO AND SIGN SAID CONTRACTS ON BEHALF OF THE TOWN OF ELLINGTON. MICHAEL P. STUPINSKI IS FURTHER AUTHORIZED TO PROVIDE SUCH ADDITIONAL INFORMATION AND EXECUTE SUCH OTHER DOCUMENTS AS MAY BE REQUIRED BY THE STATE OR FEDERAL GOVERNMENT IN CONNECTION WITH SAID CONTRACTS AND TO EXECUTE ANY AMENDMENTS, RECISIONS, AND REVISIONS THERETO.

THE TOWN CLERK IS AUTHORIZED TO IMPRESS THE SEAL OF THE TOWN OF ELLINGTON ON ANY SUCH DOCUMENT, AMENDMENT, RECISION, OR REVISION.

- H. Authorize First Selectman to Sign DOT Rights of Way Activities Agreement  
Re: Windermere Avenue Bridge:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADOPT THE FOLLOWING RESOLUTION:

BE IT RESOLVED THAT MICHAEL P. STUPINSKI, FIRST SELECTMAN OF THE TOWN OF ELLINGTON, IS DULY AUTHORIZED TO EXECUTE, ON BEHALF OF THE TOWN OF ELLINGTON, AN AGREEMENT BETWEEN THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION AND THE TOWN OF ELLINGTON FOR RIGHTS OF WAY ACTIVITIES IN CONJUNCTION WITH URBAN SYSTEMS IMPROVEMENTS FOR THE RECONSTRUCTION OF WINDERMERE AVENUE BRIDGE OVER HOCKANUM RIVER.

- I. Resolution to Enter into Agreement with State DOT  
Re: Matching Grant Program for Elderly/Disabled Demand Responsive Transportation:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADOPT THE FOLLOWING RESOLUTION:

BE IT RESOLVED THAT MICHAEL P. STUPINSKI, FIRST SELECTMAN OF THE TOWN OF ELLINGTON, IS DULY AUTHORIZED TO EXECUTE, ON BEHALF OF THE TOWN OF ELLINGTON, AN AGREEMENT BETWEEN THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION AND THE TOWN OF ELLINGTON CONCERNING A STATE MATCHING GRANT PROGRAM FOR ELDERLY AND DISABLED DEMAND RESPONSIVE TRANSPORTATION.

- J. Resolution to Convey Open Space Land to State DEP:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADOPT THE FOLLOWING RESOLUTION:

BE IT RESOLVED THAT THE TOWN OF ELLINGTON SHALL ACCEPT THE OFFER OF THE STATE OF CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION TO PURCHASE 190.81 ACRES OF TOWN-OWNED PROPERTY LOCATED ON PORTER ROAD IN ELLINGTON, CONNECTICUT, WHICH ABUTS THE SHENIPSIT STATE



FOREST, TO BE USED AS OPEN SPACE, IN THE AMOUNT OF \$333,440, AS DETAILED IN THE OFFER LETTER DATED MAY 23, 2006.

IN FURTHERANCE OF THIS RESOLUTION MICHAEL P. STUPINSKI, FIRST SELECTMAN OF THE TOWN OF ELLINGTON, IS DULY AUTHORIZED TO EXECUTE THE DEED FOR THE ABOVE NOTED PROPERTY, ON BEHALF OF THE TOWN OF ELLINGTON.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO AUTHORIZE THE FIRST SELECTMAN TO INCLUDE THE MANEERAT SMITH PROPERTY, 3.16+ ACRES ON PORTER ROAD WHICH WAS PURCHASED BY THE TOWN ON JUNE 6, 2006, IN THE ABOVE PURCHASE AGREEMENT, SUBJECT TO APPROVAL BY THE CONNECTICUT DEPARTMENT OF ENVIRONMENTAL PROTECTION.

Mr. Stupinski stated that Jim Gage notified him tonight that one of the properties involved in this sale has a Right of First Refusal clause. He will not execute the deed until this matter is settled.

K. EVAC: Draft Policy for Fee for Service Funds

This item was table to a future meeting.

L. Annual Salary Ranges – Exempt Employees:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO INCREASE THE EXEMPT SALARY CLASSIFICATION RANGES BY 3.25%. **(ATTACHED)**

M. Approve Revised Job Descriptions:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE REVISED JOB DESCRIPTION FOR ACCOUNTING ASSISTANT/DEPUTY TREASURER, AS SUBMITTED. **(ATTACHED)**

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE REVISED JOB DESCRIPTION FOR DEPUTY ASSESSOR, AS SUBMITTED. **(ATTACHED)**

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE REVISED JOB DESCRIPTION FOR ASSESSMENT AIDE, AS SUBMITTED. **(ATTACHED)**

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE REVISED JOB DESCRIPTION FOR ASSISTANT TOWN CLERK, AS SUBMITTED. **(ATTACHED)**

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT,, BY THOSE PRESENT, TO APPROVE THE REVISED JOB DESCRIPTION FOR ADMINISTRATIVE CLERK, AS SUBMITTED. **(ATTACHED)**

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO APPROVE THE REVISED JOB DESCRIPTION FOR WPCA ADMINISTRATOR, AS SUBMITTED. **(ATTACHED)**

N. Salary Adjustments:

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO INCREASE THE ANNUAL SALARY OF PATRICK SULLIVAN, DEPUTY ASSESSOR, TO \$45,878 EFFECTIVE JULY 1, 2006.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO INCREASE THE ANNUAL SALARY OF ANDREA SALEMI, ACCOUNTING ASSISTANT/ DEPUTY TREASURER, TO \$45,000 EFFECTIVE JULY 1, 2006.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO INCREASE THE ANNUAL SALARY OF SHEILA BAILEY, ASSISTANT TOWN CLERK, TO \$34,280 EFFECTIVE JULY 1, 2006.

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO INCREASE THE ANNUAL SALARY OF MARY THIESING, ASSESSMENT AIDE, TO \$31,665, EFFECTIVE JULY 1, 2006.

O. Charge for Plowing Roads Prior to Acceptance by the Town

MOVED (WAY), SECONDED (CHARTER) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, THAT THE PUBLIC WORKS DIRECTOR IMMEDIATELY INSTITUTE A UNIFORM POLICY TO CHARGE DEVELOPERS FOR PLOWING AND SANDING BONDED ROADS IN NEW SUBDIVISIONS, AT A RATE REPRESENTATIVE OF COST, PRIOR TO ACCEPTANCE BY THE TOWN AS PUBLIC ROADS.

VI. ADMINISTRATIVE REPORTS: So noted.

VI. SELECTMEN COMMITTEE REPORTS:

A. Personnel Committee:

1. Resignations: None.

2. Recommended Appointments

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO REAPPOINT KEN LaFORGE, MICHELE BEAULIEU, ROBERT DAWSON, ANTHONY GALLICCHIO AND NANCY WAY TO THE AD HOC DESIGN REVIEW BOARD TO JUNE 30, 2007.

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO REAPPOINT CARL SLICER TO THE COMMUNITY VOICE CHANNEL ADVISORY COUNCIL FOR A TWO-YEAR TERM TO JUNE 30, 2008.

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO REAPPOINT DEBORAH STAUFFER TO THE HOUSING AUTHORITY FOR A FIVE-YEAR TERM TO JUNE 30, 2011.

MOVED (CHARTER), SECONDED (PRICHARD) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO REAPPOINT CARL SLICER TO THE VERNON AREA CABLE TV ADVISORY COUNCIL FOR A TWO-YEAR TERM TO JUNE 30, 2008.

The Town Policies Committee will meet prior to the July 17, 2006 meeting to select a Wall of Honor recipient.

VII. SELECTMEN LIAISON REPORTS: None.

VIII. FIRST SELECTMAN REPORTS:

Mr. Stupinski reported that Moody's Investors Service has affirmed the A2 rating on the Town of Ellington's bonds.

X. CORRESPONDENCE:

A. June 4, 2006 Letter from Peter Charter, Selectman: so noted.

B. June 12, 2006 Letter from Joseph Wehr, Chairman, Charter Revision Commission (CRC)

Mr. Stupinski stated that after several requests by Joe Wehr, the Board of Education has refused to release information to the CRC regarding contracts extending beyond June 30, 2007. Mr. Stupinski will send a letter to the Board of Education seeking their cooperation with the Charter Revision Commission.

C. June 13, 2006 Letter from Atherton B. Ryan Re: Mr. Charter's Inquiry: so noted.

XI. ADJOURNMENT:

MOVED (CHARTER), SECONDED (WAY) AND PASSED UNANIMOUSLY, BY THOSE PRESENT, TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN AT 9:15 P.M.

Submitted by Marie Sauve Approved by Michael P. Stupinski  
Marie Sauve Michael P. Stupinski



Day, Berry & Howard LLP  
COUNSELLORS AT LAW

Douglas W. Gillette  
Direct Dial: (860) 275-0186  
E-mail: dwgillette@dbh.com

June 15, 2006

*Via E-mail to ndicorleto@ellington-ct.gov*

Mr. Nicholas J. DiCorleto, Jr.  
Finance Officer  
Town of Ellington  
55 Main Street  
P.O. Box 236  
Ellington, Connecticut 06029

Re: Open Space, Conservation and Passive Recreation Property Acquisition Program

Dear Nick:

Accompanying for your review is an initial draft of the resolution of the Board of Selectmen with respect to the appropriation and borrowing authorization for the referenced project. On receipt of any comments from the Town I will finalize the draft of the complete authorization document package and forward it to you.

As we have discussed, the November 7th referendum vote will provide a general authorization to expend monies and issue debt to acquire property or interests therein for the specified purposes. Prior to the expenditure of such monies on a specific acquisition, or the issuance of debt to finance the expenditure, the acquisition must be approved by the Planning and Zoning Commission pursuant to Conn. Gen. Stat. § 8-24 and by the Town Meeting.

Please note that I have drafted the documents to reflect that the amount of borrowing authorized for the project will be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs.

I have provided language (bolded and bracketed) in the Board's resolution authorizing an explanatory text and other explanatory materials with respect to the referendum question. This is optional, and I would be pleased to discuss this further with you. We would be pleased to assist the Town in preparing explanatory materials if the Selectmen determine to authorize such.

In order to avoid challenges to the validity of the referendum please be aware that immediately upon the adoption of the resolution by the Board of Selectmen establishing the Town Meeting and referendum dates the State election laws with respect to advocacy in support or opposition to a referendum question will be in effect. For that reason you and I concurred that the Selectmen's action on the accompanying resolution should probably be deferred until the August 21st meeting, with the Board of Finance acting on its recommendation at the August 8th

Day, Berry & Howard LLP

Mr. Nicholas J. DiCorleto, Jr.  
June 15, 2006  
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meeting. In any event, both the Selectmen and the Board of Finance must complete their actions not later than September 7th in order to comply with the 60-day "lock-out" provision with respect to referendum questions being submitted in conjunction with elections.

The State Elections Enforcement Commission web site has several on-line publications with respect to these restrictions. The website publications can be accessed at: <http://www.ct.gov/seec/cwp/view.asp?a=2359&q=305482>.

I look forward to your comments. In the meantime, please contact me if you have any questions, or if we can be of any other assistance.

Very truly yours,  
**/s/ Doug**  
Douglas W. Gillette

Enclosures  
cc (w/enc.):

Michael P. Stupinski, First Selectman (via e-mail to [mstupinski@ellington-ct.gov](mailto:mstupinski@ellington-ct.gov))  
Atherton B. Ryan, Esq. (via e-mail to [athertonryan@sbcglobal.net](mailto:athertonryan@sbcglobal.net))

## RESOLUTION OF BOARD OF SELECTMEN

RESOLVED, that the Board of Selectmen recommends that the Town of Ellington appropriate \$2,000,000 for costs related to the acquisition by the Town of one or more parcels of land, or of development rights, easements or other interests or rights related thereto, for open space, conservation, passive or active recreation, education or other related municipal uses, , or any combination thereof, provided that no portion of the appropriation shall be expended for the acquisition of a particular parcel of land or interest related thereto, other than for costs preliminary to such acquisition, until such acquisition has been submitted to the Planning and Zoning Commission of the Town for review pursuant to Section 8-24 of the Connecticut General Statutes, Revision of 1958, as amended, and such acquisition has been approved by the Town Meeting. The appropriation may be spent for acquisition costs, costs preliminary thereto including without limitation survey fees, testing, engineering, feasibility and planning studies related to potential acquisitions, legal fees, net temporary interest and other financing costs, and other expenses related to the project and its financing

FURTHER RESOLVED, that the Town issue bonds or notes and temporary notes in an amount not to exceed \$2,000,000 to finance the appropriation. The amount of bonds or notes authorized to be issued shall be reduced by the amount of grants received by the Town for the project to the extent that such grants are not separately appropriated to pay additional project costs.

FURTHER RESOLVED, that the Board of Selectmen hereby authorizes the First Selectman to call a special town meeting to be held in the Meeting Room of the Ellington Town Hall, 55 Main Street in Ellington, Connecticut, on Tuesday, October 24, 2006 at 7:00 p.m. to act upon a resolution with respect to the above recommendations concerning open space, conservation and passive recreation property acquisitions.

FURTHER RESOLVED, That the Board of Selectmen hereby designates said resolution for submission to the voters at referendum in the manner provided by Section 7-7 of the General Statutes of Connecticut, Revision of 1958, as amended, which vote shall be held on Tuesday, November 7, 2006, between the hours of 6:00 a.m. and 8:00 p.m., in conjunction with the election to be held on that date, in the manner provided by the Town Charter and the Connecticut General Statutes, Revision of 1958, as amended, including the procedures set out in Section 9-369d(b)(2) of said Statutes, which procedures are hereby adopted in accordance with the provisions of said Section. The Town Clerk shall incorporate notice of such referendum into the notice of Special Town Meeting and into the notice of said election. The aforesaid resolution will be placed on the voting machines or paper ballots under the following heading:

“SHALL THE TOWN OF ELLINGTON APPROPRIATE \$2,000,000 FOR ACQUISITION FOR OPEN SPACE, CONSERVATION, PASSIVE OR ACTIVE RECREATION, EDUCATION OR OTHER RELATED MUNICIPAL USES OF PARCELS OF LAND, OR OF DEVELOPMENT RIGHTS, EASEMENTS OR OTHER INTERESTS OR RIGHTS RELATED THERETO, AND AUTHORIZE THE ISSUE OF BONDS AND NOTES IN THE SAME AMOUNT TO FINANCE THE APPROPRIATION?”

Voters approving the resolution will vote "Yes" and those opposing the resolution shall vote "No". Electors will vote at the usual polling places in the Town. Persons qualified to vote in town meetings who are not electors will vote at the following polling place: Ellington Town Hall, 55 Main Street in Ellington, Connecticut. Absentee ballots will be available from the Town Clerk's office.

**[FURTHER RESOLVED, That the Town Clerk is authorized and directed to prepare and to cause to be printed and distributed in accordance with the provisions of Section 9-369b of the General Statutes of Connecticut, Revision of 1958, as amended, an explanatory text with respect to the question to be submitted to the voters pursuant to Section 7-7 of said General Statutes regarding the open space, conservation and passive recreation property acquisitions; and to further authorize the Town Clerk, in her discretion, to prepare and distribute such additional explanatory materials with respect to such question as are permitted in accordance with said Section 9-369b.]**

# DRAFT

# TOWN OF ELLINGTON

## Policies & Procedures

### Use of Town Vehicles & Personal Vehicles for Town Business

The purpose of this policy is to provide guidelines for the use of Town vehicles and privately owned vehicles when used to conduct Town business.

Town employees who need transportation for the performance of their duties will either have a Town vehicle assigned or available to them, or be adequately reimbursed for the use of a privately owned vehicle when such use is authorized.

Personnel requiring transportation in the performance of their official duties are expected to conform to the policies set forth herein. It is the responsibility of the Department Head to assure that employees under their supervision conform to this policy.

#### Vehicle Use

##### 1. Assigned Vehicles for On-Call Personnel:

Personnel who are on-call for emergencies are assigned Town vehicles (First Selectman, Director of Public Works, Working Foreman, Assistant Working Foreman WPCA, Animal Control Officer). The assigned vehicles may be used for commuting to and from work on a regular basis, used to obtain meals while on duty, driven to evening meetings and used for out-of-town travel on Town business. Under no circumstance shall any family member or any other unauthorized individual be permitted to drive any Town vehicle.

##### 2. Town Vehicles:

Personnel who use Town vehicles (except on-call personnel) shall park them in the Town Hall parking lot overnight. Town vehicles are to be used strictly to conduct Town business. Use of Town vehicles to conduct personal business is prohibited.

If an employee wishes to use a Town vehicle, the employee must obtain authorization by the respective Department Head or the First Selectman. A copy of the employee's driver license must be on file in the Finance Office. The Town reserves the right to obtain a copy of the employee's DMV driving record.

Passengers, other than Town employees, are not allowed in Town vehicles unless required to conduct Town business or authorized by the First Selectman.

UNDER NO CIRCUMSTANCES SHALL ANY UNAUTHORIZED INDIVIDUAL BE PERMITTED TO DRIVE ANY TOWN VEHICLE.

##### 3. Privately Owned Vehicles Used to Conduct Town Business:

A privately owned vehicle may be used for transportation in the performance of official Town business upon approval of the Department Head or the First Selectman, when a Town vehicle is not available or under special agreement approved by the First Selectman.

Employees shall be compensated for privately owned vehicle usage (**form attached**) at the prevailing IRS rate per mile or will be issued a monthly vehicle allowance.

**Deleted:** applicable

**Deleted:** prevailing as of the beginning of the Town's fiscal year

**Deleted:** Monthly vehicle allowances shall be included in the receiving employee's pay as an employee business expense, which is subject to all employment taxes. Vehicle allowances will be reviewed and approved by the Board of Selectmen annually in January.

No employee shall use a personal vehicle on official Town business unless approved in advance and a certificate of insurance is first submitted to the First Selectman (**form attached**). Employees are required to maintain liability insurance on privately owned vehicles used on Town business at a level not less than \$100,000 per person/\$300,000 combined single limit for bodily injury and/or property damage. The Town carries limits of \$1,000,000 with an additional \$10,000,000 in excess liability insurance. Proof of insurance will be required for mileage reimbursement/vehicle allowance.

Employees are personally responsible for insuring privately owned vehicles for physical damage claims including but not limited to glass, theft, vandalism and collision. The Town does not provide any excess physical damage coverage; however, if an employee is involved in an accident while on official Town business, the Town of Ellington shall reimburse the employee for the policy deductible up to a maximum payment of \$500. Payment will be made upon receipt of all documentation required including proof of payment from the employee's insurance carrier.

#### Recordkeeping

Any employee who uses a Town vehicle on Town business shall keep a record on a log (**form attached**), to be supplied by the Town, of mileage, destination, time and purpose of trip. The record log will be kept with the keys to the vehicle. Completed log forms must be submitted to the First Selectman's Office for filing.

#### Financial Responsibility

Employees operating Town automobiles are protected against claims for property damage and/or bodily injury arising out of the use of that vehicle when (a) the employee is acting in the performance of his/her duties and within the scope of his/her employment; and, (b) the damage is not the result of a willful, malicious or intentional act.

Employees operating Town vehicles outside the performance of their duties and scope of employment and without the written permission of the First Selectman shall be held responsible for property damage, including but not limited to the reasonable value of wear and tear on the car, and/or personal injury arising out of such unauthorized use.

Employees using privately owned vehicles on official Town business are provided liability coverage by the Town on an "excess" basis, secondary to any other collectible insurance. This does not include physical damage coverage to the employee's vehicle (comprehensive and collision). Mileage reimbursement payments anticipate insurance costs borne by the owner of the vehicle; therefore, any privately owned vehicle used on business must be covered by insurance with minimum limits as set forth herein.



### Conduct in the Use of Motor Vehicles

Employees using Town or personal vehicles shall use appropriate caution in their driving habits and abide by all applicable laws governing both emergency and non-emergency use. All Town employees are required to use seat belts when operating a Town vehicle and when operating a privately owned vehicle in the conduct of official Town business. Operation of a Town vehicle or a personally owned vehicle without a valid driver's license is expressly prohibited.

### Markings

All Town vehicles shall be identified by a Town seal displayed on each side of the vehicle except for vehicles assigned to the police and First Selectman. All vehicles shall bear municipal license plates. No private equipment, decorations, stickers or advertisements shall be affixed to a Town vehicle.

### Maintenance of Town Vehicles

Mechanical problems of which the operator becomes aware shall be reported to the Department of Public Works immediately.

Doors shall be locked and windows closed when vehicles are not being used.

Under no circumstance shall a privately owned vehicle be fueled, maintained or otherwise serviced by the Town of Ellington, even if the vehicle is being used for municipal purposes.

The Town reserves the right to charge individual drivers of Town vehicles for costs of repairs due to carelessness and/or damages beyond normal wear and tear.

Employees are expected to leave the interior of the vehicle in the same condition as they found it; remove all trash and belongings.

### Complaints

All complaints concerning Town vehicles, drivers or passengers shall be immediately investigated by the Supervisor. The results of the investigation shall be reported in writing to the First Selectman. The report shall contain the following: Name, address and phone number of the complainant; name and operator's license number of the driver; summary of the complaint; findings of the investigation; remedial action taken, if any.

### Fines and Charges

Parking fines and moving violations are the personal responsibility of the vehicle operator. All such fines and charges must be reimbursed to the Town if necessary. If any fines, charges or other bills owed to the Town by the employee pursuant to this policy are not paid within three months of the date they are incurred, the Town will request authorization to deduct proper legal amount from the employee's paycheck after one written warning to the employee.

### Penalties and Discipline

Employees with poor driving records may have the privilege of using a Town vehicle revoked. Each employee using a Town vehicle shall provide the Town with a copy of his or her driving record annually, if requested by the Town.

### Accidents Procedures

Employees involved in an automobile accident while conducting Town business must follow the following procedures:

1. Remain calm. Do not argue.
2. If possible, move your vehicle out of harm's way. Stop the vehicle and turn off the ignition.
3. Make sure everyone is all right. Call for medical assistance if necessary.
4. Contact the police. By reporting the accident to the police and filing a report, you will help protect the Town from potential liability claims and legal action.
5. Use the Town of Ellington Vehicle Accident Report Form\* (**form attached**) to record the following information:
  - Names, addresses, driver's license numbers and insurance company information.
  - Note weather and road conditions.
  - Record the names and telephone numbers of any witnesses.
6. Take a photograph of the damage if a camera is available.
7. Submit Town Vehicle Accident Report form to the Finance Office. The Finance Office will notify the Town of Ellington insurance carrier.

\*Town vehicles will contain a supply of the Vehicle Accident Report form to assist the employee with the above procedures.

Failure to comply with the provisions of the Use of Town Vehicle & Personal Vehicles for Town Business Policy shall result in discipline, up to and including termination.

I have read and understand the Town of Ellington Use of Town Vehicles & Personal Vehicles for Town Business Policy and agree to follow all policies and procedures that are set forth therein for the duration of my employment with the Town of Ellington. I am aware that violations of this policy may subject me to disciplinary action, up to and including discharge from employment.

Furthermore, I understand this document can be amended at any time.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please return this section to the First Selectman's Office.

# TOWN OF ELLINGTON

## Mileage Reimbursement Request Form

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

DATE	FROM	TO	PURPOSE	# OF MILES
TOTAL				

TOTAL MILES  X \$  PER MILE =

PARKING & TOLLS (Attach Receipts)

TOTAL REIMBURSEMENT

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DEPARTMENT HEAD APPROVAL

# TOWN OF ELLINGTON

## Request to Use a Personal Vehicle for Town Business

In accordance with Personnel Rules & Regulations Section 10-16, I hereby request to use my personal vehicle to conduct Town business. Below are copies of my current insurance card and driver's license.

Insurance Card:

Driver's License:

Approved: \_\_\_\_\_

First Selectman

Date

# TOWN OF ELLINGTON

## Town Vehicle Mileage Log

[illegible]

# TOWN OF ELLINGTON

## Accident Reporting Form

Date of Accident \_\_\_\_\_ Time: \_\_\_\_\_ ☐ am ☐ pm

Location of Accident: \_\_\_\_\_  
(street) Town State

Nearest Cross Street: \_\_\_\_\_

Operator Name: \_\_\_\_\_ Department: \_\_\_\_\_

License Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Year \_\_\_\_\_ VIN \_\_\_\_\_

Vehicle Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Police Department Name: \_\_\_\_\_ Officer/Badge #: \_\_\_\_\_

Citations issued: ☐ Yes ☐ No To Whom: \_\_\_\_\_

Brief description of the accident: \_\_\_\_\_

Weather/road conditions: \_\_\_\_\_

Describe damage to vehicle: \_\_\_\_\_

Vehicle towed from scene? ☐ Yes ☐ No By whom? \_\_\_\_\_

Location vehicle was taken to \_\_\_\_\_

Witness(es): \_\_\_\_\_  
Name Address Telephone No.

\_\_\_\_\_  
Name Address Telephone No.

[Continue to other side]



**OTHER VEHICLES INVOLVED IN ACCIDENT:**

**VEHICLE #2**

Registered Owner: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

License Number \_\_\_\_\_ State \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Any Injuries? \_\_\_\_\_

Damage to Vehicle \_\_\_\_\_

**VEHICLE #3**

Registered Owner: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_ Zip \_\_\_\_\_

License Number \_\_\_\_\_ State \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Any Injuries? \_\_\_\_\_

Damage to Vehicle \_\_\_\_\_

**VEHICLE #4**

Registered Owner: \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_ Zip \_\_\_\_\_

License Number \_\_\_\_\_ State \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_

Any Injuries? \_\_\_\_\_

Damage to Vehicle \_\_\_\_\_

**Submit completed form to the Finance Office.**

Forms/Accident Reporting Form

					V-A
	TAX COLLECTOR'S REFUNDS/ABATEMENTS				
	JUNE, 2006				
DOLLAR AMOUNT	PERSON/CORPORATION	MV/PERS.PROP REAL ESTATE	YEAR	TAX/ASSESSOR REQUESTING DEPT.	REASON FOR
	REFUNDS				
\$498.53	GMAC	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$22.66	JORCZAK, DANIEL S	MOTOR VEHICLE	03, 04	ASSESSOR	VEHICLE SOLD
\$156.54	TOYOTA MOTOR CREDIT CORP	MOTOR VEHICLE	04	ASSESSOR	VEHICLE SOLD
\$677.73	JUNE REFUND TOTAL				
	ABATEMENTS				
\$24.93	DUREIKO, GERTRUDE M	MOTOR VEHICLE	01	TAX OFFICE	HARDSHIP-deceased
\$83.57	GRAYDUS, DOROTA A	MOTOR VEHICLE	02, '03	TAX OFFICE	HARDSHIP-deceased
\$32.24	HEBERT, TREVOR G	MOTOR VEHICLE	04	TAX OFFICE	BANKRUPTCY-int only/pay tax
\$208.44	LILLY, HEATHER J	MOTOR VEHICLE	02, 03	TAX OFFICE	HARDSHIP-bankruptcy order
\$67.37	MALLISON, JOAN D	MOTOR VEHICLE	01, 02	TAX OFFICE	HARDSHIP-deceased
\$113.09	PROVOST, RICHARD A	MOTOR VEHICLE	01, 02	TAX OFFICE	HARDSHIP-deceased
\$529.64	JUNE ABATEMENT TOTAL				
\$1,207.37	JUNE, 2006 REFUND AND ABATEMENT TOTAL				
refjune06					

**DATE: May 9, 2006**

**TO: PARKS AND RECREATION COMMISSION/BOARD OF SELECTMEN**

**FROM: Bob Tedford, RECREATION DIRECTOR**

**Mary M. Bartley, RECREATION SUPERVISOR WATERFRONT DIRECTOR**

**SUBJ: 2006 Recreation Department Waterfront/Gate Attendant Employee Recommendations**

**Applicant**

***Wage***

1. Amanda Hall (LGT/WSI) 871-7337 hm 604-9769 cell (8 <sup>th</sup> year) Waterfront Director	\$11.00
2. Kevin Monti (LGT) ( 4 <sup>th</sup> year) 875-2818 hm 965-9094cell	\$9..00
3. Benjamin Seidel (WSI/LGT) (2 <sup>nd</sup> year) 875-4088 hm 810-4179 cell	\$10.00 <b>part-time</b>
4. Christina Anselmo (LGT) (6 <sup>th</sup> year) 871-6178 hm 550-5302cell	\$9.50
5. Samantha Blanchard (LGT) (3 <sup>rd</sup> year) 870-5370 hm 550-2046cell	\$8.50
6. Jena Savage (LGT) (3 <sup>rd</sup> year) 896-0339hm 789-2272cell	\$9.0
7. Jessica Luginbuhl (LGT) (3 <sup>rd</sup> year) 871-0460 hm 604-0460 cell	\$8.75
8. Felicia Kellner (3 <sup>rd</sup> ) (LGT/WSI) 878-4245 cell	\$9.75
9. Peter Korchari (WSI/LGT) Supervisor/Swim Instructor 508-6892 cell	\$12.00 <b>Part-Time</b>
10.	
<i>Gate Attendant Substitute</i>	<i>\$7.75</i>

\*The Recreation Department anticipates the feasibility of hiring other part-time lifeguards/water safety instructors on an as needed basis due to staff emergencies, vacations and weather changes. Existing lifeguards maybe asked to serve as gate attendants during daily operations.

**NOTE: All Staff Scheduling of hours is based on the Individual Employees hours of availability.**

**DATE: May 10, 2006**

**TO: Parks and Recreation Commission/Board of Selectmen**

**FROM: Bob Tedford and Mary Bartley/recreation department**

**SUBJ: 2006 Summer Day Camp Staff recommendations**

<u><b>Applicant</b></u>	<b>Employment schedule</b>	<b>Wage</b>
1. Alex Calpa, co-director	7 Weeks	\$12.00
2. Kristin Wasielewski, co-director	7 weeks	\$12.00
3. Ryan Gresh/counselor	7 weeks	\$8.50
4. Brady Giroux /Counselor	varied schedule	\$8.00
5. Trevor Giroux / Counselor	varied schedule	\$8.00
6. Nicole Squadrito, Counselor	varied schedule	\$8.00
7. Alison DeCarli Counselor	6-7 weeks	\$8.75
8. Lindsay Perrier, Counselor	6-7 weeks	\$8.75
9. Jessica Maciolek, Counselor	varied schedule	\$8.00
10. Erica DuGuay, Counselor	varied schedule	\$8.00
11. Alison Breen, Counselor	varied schedule	\$8.00
12. Abbie Lowe/Counselor	varied schedule	\$8.25
13. Zachary Wasielewski/Counselor	varied schedule	\$8.00
14. Lyndsay Mills/counselor	varied schedule	\$8.00
**Final assignments, hours to be actually worked, will be determined by the registration/enrollment totals, including half and full day camper registration. Work hours are predicated on experience, availability and an on-call system.		

**AGREEMENT BETWEEN  
VISITING NURSE & HEALTH SERVICES OF CONNECTICUT, INC.  
AND  
THE TOWN OF ELLINGTON**

This Agreement made this 1<sup>st</sup> day of July, 2006 by and between Visiting Nurse & Health Services of Connecticut, Inc., a non-profit corporation organized under laws of the State of Connecticut, and located in the town of Vernon, Tolland County Connecticut, hereinafter referred to as VNHSC and the Town of Ellington, a municipal corporation in the County of Tolland, State of Connecticut, hereinafter referred to as the Town.

This Agreement provides for comprehensive home health, hospice and related community health programs defined as follows. Comprehensive home health and related community health programs shall include and be limited to the following Programs provided in all communities.

**HOME HEALTH CARE:**

Skilled nursing care is provided in the home to patients under medical supervision. Medical Social Work Services, Physical Therapy, Speech Therapy, Occupational Therapy and Home Health Aide Services are also available to patients under this program.

**HOSPICE HOME CARE PROGRAM:**

A Hospice is a program of palliative and supportive services which provides physical, psychological, social and spiritual care for dying persons and their families. Services are provided by a medically supervised interdisciplinary team of professionals and volunteers. Home care is provided on an intermittent, regularly scheduled, and around-the-clock on-call basis. Bereavement services are available to the family. Admission according to VNHSC's Admission Policies. Referral, Delivery of Service Policies, and Discharge Policies of VNHSC will apply to the Hospice Home Care Program.

**COMMUNITY HEALTH PROGRAM:**

**ELDER WELLNESS PROGRAM**

Regular sessions are held at senior citizens housing complexes and other community sites. These provide an opportunity for residents over 60 to receive blood pressure, blood cholesterol and blood sugar screening, counseling in the areas of lifestyle, diet, medications and to participate in early disease detection programs.

**MULTIPHASIC SCREENING**

Health Fairs are held periodically to provide multiphasic screening and health education through collaborative planning with citizen groups.

## COMMUNICABLE DISEASE PROGRAM

Follow-up on reported cases of tuberculosis and their contacts to assure proper treatment and care. Follow-up visits, as needed, are made for other communicable disease such as hepatitis.

## FLU CLINIC

Special clinics are held in collaboration with each Town Health Officer to provide Flu vaccine to appropriate citizen groups.

## ADULT DAY CARE

Services are available five (5) days per week for older and/or handicapped members of the community who require daytime supervision. The program provides supervised activities, a hot meal, snacks, personal care, rehabilitative therapies, and recreational programs.

## OTHER

1. It is understood that the First Selectman may be empowered by the Board of Selectmen to administer this Agreement for community health services.
2. Until such time as the needs change, as determined by evaluation of services and mutual agreement of the parties, such services shall be furnished to the Town as enumerated and billed for the necessary nurses' time to meet visit and non-visit activities.
3. Statistical Reports shall be submitted to the First Selectman, Ellington Health Commission, and District Director of Health by the President/CEO of VNHSC.
4. VNHSC reserves the privilege of immediately terminating this Agreement if at any time the Town fails to have a Town Board of Selectmen or pay its debts when due, upon sixty (60) days notice to the Town.
5. The Town shall reimburse VNHSC for providing community health nursing services provided under the terms set forth in this Agreement. The proposed budget for the Town was based on the volume of services rendered in the past fiscal year with appropriate projections for visits to account for home care services and professional hours to account for non-visiting activities (Elder Wellness Clinics, and Flu Clinics). Charges are based on the State of Connecticut Department of Social Services approved rates related to the cost of salary, benefits and mileage, supervisory assistance, overhead expenses related to space occupancy, nursing supplies, office supplies, and general expenses. The Town shall only be billed for nursing visits and Home Health Aide hours to those patients who do not have a source of third party reimbursement. The Town shall be billed for professional hours, preparation time for service rendered in clinics and other group activities (or other non-visit activities).



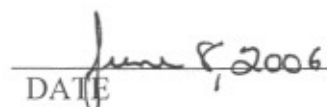
6. Reimbursement to VNHSC shall be monthly, based on the amount of the bill for that month. In no event shall the cost for service exceed the budgetary allocation of the Town for VNHSC unless amended by the Town's governing authority during the term of this Contract.
7. The fees and hours of service shall be in keeping with the practice established by VNHSC. The Delivery of Services Policies governing services provided by VNHSC staff shall apply to those direct service staff serving the Town.
8. Representation on the Board of Directors of VNHSC shall be extended to the Town to the extent that the highest Officer or designated alternate of the Town may serve, provided that no community advisor shall have the right to vote, the right to be counted in determining a quorum, or any other rights or duties accorded to a director by the Certificate of Incorporation, the Bylaws of VNHSC, or the law. It shall be the duty of the Town to present the name of its Board advisor one (1) month prior to the Annual Meeting of VNHSC in October of each year.
9. VNHSC shall maintain liability insurance in the amount of \$1,000,000. for the performance of its duties at its own expense and shall forward a Certificate of Insurance to the Town.

The terms of this contract shall be from July 1, 2006 through June 30, 2007. This Agreement entered into this 1<sup>st</sup> day of July, 2006 between Visiting Nurse & Health Services of Connecticut, Inc. and the Town, as herein defined shall remain in effect for the term, as herein defined, and shall be extended for a similar one (1) year term unless either party gives written notice of termination within one hundred eighty (180) days of the then current term.

**WITNESSES:**

  
\_\_\_\_\_  
Visiting Nurse & Health Services of  
Connecticut

  
\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
DATE

\_\_\_\_\_  
The Town of Ellington

\_\_\_\_\_  
Witness

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

Town of Ellington

EXEMPT SALARY RANGES

Fiscal Year 2006-07  
Effective July 1, 2006

<u>Position Level</u>	<u>Annual Salary Ranges</u>		
	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
E-8	\$65,000	\$77,500	\$90,000
E-7	\$66,234	\$82,221	\$98,208
E-6	\$59,381	\$73,086	\$86,790
E-5	\$52,529	\$64,521	\$76,512
E-4	\$45,679	\$57,098	\$68,518
E-3	\$41,110	\$50,247	\$59,383
E-2	\$36,542	\$45,679	\$54,815

Salary ranges based on **37- ½** hours workweek

**BOS ADOPTED: 01/13/03**  
**BOS REVISED: 06/16/03 (+4%)**  
**BOS REVISED: 06/21/04 (+3%)**  
**BOS REVISED: 06/22/05 (+3.25)**  
**BOS REVISED: 02/06/06 (E-8 Range revised)**  
**BOS REVISED: 06/19/06 (+3.25)**

Emp/Exempt Salary Ranges 2006-07

## Town of Ellington Position Description

TITLE:	Accounting Assistant/ Deputy Treasurer	STATUS:	Non-Exempt
DEPARTMENT:	Finance Office	CLASSIFICATION:	
SUPERVISED BY:	Finance Officer	BARGAINING UNIT:	White Collar

### OBJECTIVES

Under the supervision of the Finance Officer, performs accounting and bookkeeping work in the functional areas of accounts payable, payroll, treasury and coordinates financial record keeping; serves as liaison to insurance carriers for employee benefits programs; approves and signs checks, signs purchase orders; performs cash management and performs other related administrative duties. Serves as Deputy Treasurer.

### ESSENTIAL FUNCTIONS

Plans and organizes work according to established or standard office procedures; assigns work to administrative assistant; maintains financial records, including accounts payable, payroll data, and department accounts.

Reviews purchase orders, invoices, and related information for proper account coding, mathematical accuracy, vendor designation, correct prices and discounts, authorized signatures and other pertinent information.

Prepares payment checks, reviews checks for accuracy, and processes payments; assures adequacy of funds in specific accounts; maintains vendor information.

Processes monthly account summaries for each department; provides budget assistance and information to departments as needed.

Prepares and enters information, including annual budget information, by computer terminal into automated accounting system; compares computer prepared data against source documents for accuracy.

Assists supervisor in reconciliation of bank accounts for Town and Board of Education; assists in cash management.

Receives payroll information from departments; checks and verifies hourly rates, overtime payments, pension or deferred compensation deductions, and Workers' Compensations benefits.

Town of Ellington  
Position Description  
Accounting Assistant/Deputy Treasurer  
Page 2

Maintains vacation and sick time schedules for employees; records payroll deductions; prepares payroll information for entry into automated system and transfers to data center; reviews and reconciles payroll printout and processes paychecks; summarizes payroll information for monthly reports and for budget preparation.

Prepares and submits all state and federal payroll reports, enrolls new employees in insurance programs; answers employee insurance and/or benefit questions.

Coordinates record-keeping information for special accounts as assigned, including trust funds, intergovernmental grants, and WPCA enterprise and sewer projects; maintains fixed assets information.

Provides information and assistance to other Town departments, and the general public.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of bookkeeping and payroll principles, methods and practices, including working knowledge of basic accounting principles, procedures and terminology, standard office methods and procedures, and the use of automated equipment and related software for accounting and budgeting systems.

Knowledge of treasury functions, including signing checks, cash management, bank deposits, etc.

Agility to maintain payroll, accounts payable and accounts receivable records and to prepare financial reports.

Ability to apply principles of bookkeeping to deal with a variety of variables.

Ability to efficiently operate a personal computer, utilizing accounting and payroll software applications.

Ability to quickly and accurately make varied arithmetical computations and enter automated data, and process paperwork according to standardized procedures.

Ability to maintain confidentiality.

Ability to type accurately.

Town of Ellington  
Position Description  
Accounting Assistant/Deputy Treasurer  
Page 3

Ability to train assistants in processing payroll and accounts payable, financial record keeping and other office administrative work.

Ability to tactfully and courteously deal and maintain satisfactory working relationships with others.

#### REQUIRED EQUIPMENT OPERATION

Operates office equipment as required, including, but not limited to, proficient operation of a personal computer, utilizing special accounting software applications for data entry, report writing, word processing, spreadsheets, etc.; operates typewriter, printer, telephone, calculator, adding machine, fax machine, copier and signature machine; drives a motor vehicle.

#### REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk and work continuously for extended periods of time, utilizing assigned office equipment; walk, stand, stoop, kneel, crouch; files letters, correspondence, reports, etc.; carries boxes of checks to insert in printer and office equipment.

#### REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus one year of college or business school and 1½ -2 years of experience in general bookkeeping and basic accounting principles or equivalent combination of education, training and experience.

#### SPECIAL REQUIREMENTS

Must be bondable. American Payroll Association Certified Payroll Professional Certification or ability to become certified.

**BOS APPROVED: 10/18/93**  
**BOS REVISED: 06/19/06**

## Town of Ellington Position Description

TITLE:	Deputy Assessor	STATUS:	Non-Exempt
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	
SUPERVISED BY:	Assessor	BARGAINING UNIT:	White Collar

### OBJECTIVES

Under the supervision of the Assessor, provides technical and administrative assistance to the Assessor in the valuation of real and personal property and motor vehicles; assists in field investigations and inspections, as assigned; collects and processes information to establish the Town Grand List. Acts for the Assessor in his/her absence.

### ESSENTIAL FUNCTIONS

Prices, enters and runs reports for motor vehicles and motor vehicle supplements, changes addresses and adds motor vehicles which DMV omitted from the Town list.

Enters building permits and data for new homes, home additions and miscellaneous improvements into CAMA software.

Processes property transfers and forwards M-45 copies to OPM.

Receives applications from homeowners and veterans for tax assessment reductions ("circuit breakers"); assists public in completing various exemption forms.

Assists the Assessor in onsite field investigations and inspections in order to appraise real and personal property; field work includes measuring and photographing property and talking to owners.

Assists in preparing the Grand List and prepares statistical reports.

Receives complaints and makes recommendations concerning abatements.

Assists, assigns and trains department clerical staff, involving office record keeping, and use of computer system(s).

Checks building permits for estimated cost of new construction or repairs.

Changes maps to conform to changes in ownership or boundaries, coordinating with various departments.



Coordinates with the Tax Collector and the Finance Officer regarding tax adjustment and refunds in preparation of, and filing for, state reimbursement programs.

Meets, greets and assists the general public, attorneys, appraisers and title searchers regarding Town properties; types letters, answers telephones and makes copies of street cards.

Coordinates processing of information with the Tax Collector, Town Clerk and Building Official, as necessary, to insure uniformity of data and procedures.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and methods of real and personal property and motor vehicles evaluation for assessment purposes.

Knowledge of criteria used for distress programs, personal property values, elderly programs, veterans programs, SSI, blind and municipal ordinances.

Ability to read and understand deeds, and review residential and commercial appraisals.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to understand and interpret laws pertaining to property assessment.

Ability to prepare computer and statistical reports.

Skill in mapping and familiarity with digitized mapping (GIS).

Skill in utilizing administrative and CAMA software package.

#### REQUIRED EQUIPMENT OPERATION

Operates computers that meet requirements of the State Office of Policy and Management, GIS network system, software packages, and standard office equipment, including typewriter, calculator, etc.; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Must be able to physically inspect personal properties and real estate throughout the Town involving continuous walking, standing, bending, climbing, crawling, reaching, etc., in inclement weather; drives a motor vehicle.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus 1 year of college or business school and 1-1½ years of experience in real and property appraisal work and municipal assessment, or equivalent combination of education, training and experience.

SPECIAL QUALIFICATIONS (Minimum)

Certified as a Municipal Assessor (CCMA) or the ability to become certified.

Must possess a valid Connecticut motor vehicle driver's license.

**BOS APPROVED: 01/26/98**  
**BOS REVISED: 06/19/06**

## Town of Ellington Position Description

TITLE:	Assessment Aide	STATUS:	Non-Exempt
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	
SUPERVISED BY:	Assessor	BARGAINING UNIT:	White Collar

### OBJECTIVES

Under the supervision of the Assessor, provides clerical support by working at the counter to assist appraisers, attorneys, bankers, title searchers and homeowners to locate information on street cards and maps. Takes applications for "circuit breakers", types real estate transfers, forms and letters, and performs other clerical duties as assigned.

### ESSENTIAL FUNCTIONS

Assists in the preparation of the Town's annual Grand List.

Assists appraisers, title searchers, attorneys and homeowners to locate street cards and maps, and to answer general questions.

Types real estate transfers, letters as requested; types forms for useable sales and sends to the state.

Takes applications for the Elderly, Veteran and Disability programs for "circuit breakers" who are homeowners, veterans, etc.

Utilizes a personal computer for assessment transfers, correspondence, reconciliations and permits.

Analyzes data and makes motor vehicles grand list prorations, deletions and corrections.

Enters motor vehicle information from DMV and other towns into the computer; refers to the NADA books for current prices of motor vehicles, trailers, campers, etc.

Prorates current and past due bills.

Undertakes special projects.

Performs other related duties as assigned.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of assessment principles, standard office methods and procedures, and the use of data processing office equipment.

Knowledge and ability to use a computer for Word and Excel software, CAMA and administrative software.

Ability to maintain current automated assessment records and the ability to generate computer reports.

Ability to operate a computer for data entry and word processing; ability to prepare various specialized reports and lists for the Assessor.

Ability to quickly and accurately make varied arithmetical computations.

Ability to tactfully and courteously maintain satisfactory working relationships with others.

Ability to make minor decisions in accordance with laws, ordinances and regulations.

### REQUIRED EQUIPMENT OPERATION

Operates office equipment, as required, including but not limited to, a computer, telephone, map machine, electronic calculator, adding machine and copying machine.

### REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment, file letters, correspondence, reports, etc.; carry and lift deed books, reports and office equipment, and climb ladder in office.

### REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus specialized training and 3-6 months of related experience, or equivalent combination of education, training and experience.

**BOS APPROVED: 03/20/95**  
**BOS REVISED: 06/17/02**  
**BOS REVISED: 06/19/06**

## Town of Ellington Position Description

TITLE:	Assistant Town Clerk	STATUS:	Non-Exempt
DEPARTMENT:	Town Clerk's Office	CLASSIFICATION:	
SUPERVISED BY:	Town Clerk	BARGAINING UNIT:	White Collar

### OBJECTIVES

Under the supervision of the Town Clerk, performs clerical and administrative duties to assist in the execution of the functions of the Town Clerk and Registrar of Vital Statistics as set forth in the General Statutes of the State of Connecticut, and Town ordinances; assists the public with specialized, historical, and general information; and performs office functions. Assists the Town Clerk in the administration of elections. Substitutes for the Town Clerk in his/her absence.

### ESSENTIAL FUNCTIONS

Records, processes and indexes land records and deeds using the department computer to enter data into Town records; determines and collects recording fees, including parking fees and conveyance taxes; maintains an accurate day book and general indexes; prepares sales ratio forms and transmits to the Assessor and State OPM; updates status of property liens; prepares original documents for return; informs Assessor and Tax Collector of all property transfers.

Records, indexes and files maps, Veteran Discharges (DD214 forms), liquor permits and trade name certificates; certifies military records.

Registers all aircraft based in Town.

Inspects survey and subdivision maps for proper size, filing fee, and necessary signature and seal; completes filing procedures for permanent retention of maps; performs map indexing.

Assists lawyers, title searchers, bankers, sheriffs, and general public with the use of land records, subdivision and survey maps, and with specialized information concerning Town regulations, procedures, and agencies; prepares copies of these records when requested.

Issues licenses for marriage and permits for burial and cremation; certifies birth, death and marriage records as required; maintains confidentiality of all vital records; updates files, indexes, burials, cremations and disinterments; collects fees for all permits, licenses, and certified copies; furnishes information on all aspects of vital statistics; compiles statistical data; prepares and submits reports; issues dog and sports licenses; prepares monthly reports of sports licenses to DEP and year-end reconciliation report.

Assures that printed index coincides with vital records; prepares monthly certified copies for the State Vital Records Division.

Registers voters; prepares content of ballot, issues and receives ballots, transmits records to Registrar of Voters, maintains records; prepares and certifies voter certificates; determines qualifications for, issues, and maintains records of absentee ballots. Responsible for maintaining confidentiality of absentee ballots; assists in instructing election officials and prepares all materials for election and administers oaths.

Prepares and maintains books of all receipts and sales; makes deposits to General Fund weekly.

Posts agenda and minutes filed by all Town board and commissions.

Acts as Clerk in absence of the Town Clerk; records and transcribes minutes of meetings.

Maintains cash drawer and reconciles cash daily; prepares and sends weekly report to the Finance Department.

Trains and instructs a part-time clerk as requested.

Answers inquiries from the general public regarding land records, genealogy, etc.

Prepares certified copies of documents and affixes seals.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of current state statutes and other legal documents.

Knowledge of office practices and procedures, fee collections, all areas of vital statistics, posting of legal requirements.

Ability to organize and coordinate work so as to complete assignments in accordance with established due dates.

Ability to maintain complete and accurate detailed records.

Ability to accurately type, operate a computer and other office equipment.

Knowledge of Microsoft Office Programs.

Ability to understand and apply provisions of state statutes, local regulations and policies.

Ability to communicate with the public regarding land records, vital statistics and election matters in a positive and pleasant manner.

Ability to work effectively with officials, employees and general public on a direct basis.

#### REQUIRED EQUIPMENT OPERATION

Operates office equipment, as required, including, but not limited to, a typewriter; proficient at operating a personal computer and printer for data entry and word processing and land index computer; operates a typewriter, telephone, calculator, adding machine, cash register, fax machine, copying machine and tape recorder; drives a motor vehicle.

#### REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment and step stool; files letters, correspondence, reports, etc. in file cabinet drawers; carries large index books, office supplies and equipment.

#### REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus specialized training and 1-1½ years of related experience, or equivalent combination of education, training and experience.

#### SPECIAL REQUIREMENTS

Certification as a Municipal Clerk or the ability to become certified.

Must be bondable.

Must possess a valid Connecticut motor vehicle driver's license.

**BOS APPROVED: 06/27/88**  
**BOS REVISED: 06/19/06**



## Town of Ellington Position Description

TITLE:	Administrative Clerk	STATUS:	Non-Exempt
DEPARTMENT:	Town Clerk's Office	CLASSIFICATION:	
SUPERVISED BY:	Town Clerk	BARGAINING UNIT:	White Collar

### OBJECTIVES

Under the supervision of the Town Clerk or Assistant Town Clerk, performs clerical duties to assist in recording land records, election information and other records. Issues various licenses, interprets land records requiring notations and provides information to the public as requested.

### ESSENTIAL FUNCTIONS

Enters and records land record information in Indexes using a computer.

Receives recording fees and conveyance taxes for deed transfers, land maps and trade name certificates.

Receives veterans' discharge papers, board, commission and Town meeting minutes and other records for filing.

Issues sporting licenses and dog licenses.

Provides assistance to title searchers, attorneys and the general public.

Performs other related duties as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office equipment, practices and procedures.

Working knowledge of financial record keeping.

Ability to operate a personal computer and automatic cash register.

Experience using Microsoft Programs.

Ability to perform detailed work and to make arithmetic calculations accurately.

Ability to establish good working relationships with other employees and the public.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer, cash register, typewriter, tape recorder, adding machine, copy and fax machines, calculator and standard office equipment.

REQUIRED PHYSICAL EFFORT

Must be able to sit at a desk or stand at an assigned location and work continuously for extended periods of time, utilizing assigned office equipment, file letters, correspondence, reports, etc.; carry and lift large index books, map books, reports and office equipment.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school plus one year of office or related experience, or equivalent combination of education, training and experience.

**BOS APPROVED: 08/17/98**  
**BOS REVISED: 06/19/06**

## Town of Ellington Position Description

TITLE:	WPCA Administrator	STATUS:	Non-exempt
DEPARTMENT:	Water Pollution Control Authority (WPCA)	CLASSIFICATION:	Temporary
SUPERVISED BY:	Administrative Direction from First Selectman	BARGAINING UNIT:	N/A

### OBJECTIVES

Under the administrative direction of the First Selectman and policy direction of the Chairman, Water Pollution Control Authority regarding the administration of the Town's sewerage system, plans, and organizes general administration of the WPCA budgetary and financial activities.

### ESSENTIAL FUNCTIONS

Administers and advises the Water Pollution Control Authority regarding sewage system matters.

Supervises the administration of the WPCA, including accounting functions; recommends the WPCA operating budget, rates and prepares narrative and statistical reports for the WPCA, DEP, Finance Officer and other agencies. Organizes WPCA meetings and public hearings, utilizing all correspondence and filings as required.

Oversees external jurisdictions regarding intertown agreements, DEP requirements; interacts with local, state and federal officials in planning, preparing grants, discharging permits, order and mandates. Represents the Town in arbitrations, court, dispositions and negotiations.

Coordinates with the Town Attorney regarding legal matters and disputes; signs off permits, reviews site maps and plans; confers with the Town Engineer on specification for proposed projects and developments to assure compliance.

Administers the developers through the approval process, from the conceptual approval, final approval, bonding, assessment agreement, etc. Generates developer's agreements with the Town Attorney, creates caveats, exhibits, agreements, reports, correspondence as needed. Communicates bond reductions, sewer line acceptance, and other recommendations to the Authority for their action, working with the Town Engineer. Administers Sewer Benefit Assessments..

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of WPCA administration procedures and considerable knowledge of wastewater treatment.

Considerable knowledge of federal and state laws related to WPCA and DEP.

Thorough knowledge of the principles of management, standard office practices and procedures.

Ability to speak and address questions in a public forum and write effectively.

Ability to advise and defend WPCA laws and procedures in a public forum.

Ability to develop and maintain effective working relationships with the general public, other Town departments, attorneys, developers, government officials, etc.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer, Word, Excel, copier, printer, calculator, and standard office equipment; drives a motor vehicle.

REQUIRED PHYSICAL EFFORT

Performs duties primarily in an office environment. Lifts, reaches, and carries papers and ledgers. Exposure to computer screen.

REQUIRED QUALIFICATIONS (Minimum)

An Associate's degree in business, accounting or related field and three (3) years of progressively responsible experience in accounting, collection or finance, or equivalent, including supervisory work and experience.

**BOS APPROVED: 6/19/06**